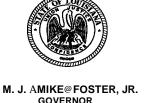
State of Louisiana DIVISION OF ADMINISTRATION



OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 11, 1999

MEMORANDUM SA 99-33

TO: Fiscal Officers

ISIS Agencies

FROM: F. Howard Karlton, CPA

Director

SUBJECT: EB/RB Approval

To decrease the processing time involved in our approval of EB and RB documents, beginning immediately the Office of Statewide Reporting and Accounting Policy (OSRAP) will require that the agencies forward screen prints of the EB/RB document at PEND3 status to our office before final approval will be applied. All EB or RB lines should be in order by appropriation unit number (i.e., E08, RV1, 000, 002, 003, 006, 100, 200, 300, etc.). In all instances the agency should indicate whether the amount is an increase or decrease to the line on the document (See Exhibit A) and the net change amount by appropriation. If the document has a net change not equal to zero, the agency must also write the corresponding AP and EB or RB number on the screen print (See Exhibit B). In all instances the agency should send OSRAP the latest version of the document. If a change is made to the document after this office receives it, the agency is to contact Ms. Deborah Zundel at (225) 342-0711 and resubmit the screen prints. If the document is more than 20 pages when screen printed, do not fax the document. Instead, hand carry the screen prints to our office or mail them (messenger or postal service). You should address these documents as follows:

Attn: Deborah Zundel

Office of Statewide Reporting and Accounting Policy

Division of Administration

P. O. Box 94095

Baton Rouge, LA 70804-9095

Messenger: 1051 North Third Street, Room 114

FAX: (225) 342-1053

If you have additional questions, contact Ms. Zundel at (225) 342-0711. Please distribute copies of this memorandum to the personnel at your agency responsible for inputting and approving budget documents.

FHK:rtj

Exhibit A

DOCID: EB 900 EB00000027 FUNCTION:

06/02/99 05:16:22 PM

STATUS: PEND1 BATID: ORG:

001-004 OF 010

H-EXPENSE BUDGET INPUT FORM

TRANS DATE: 05 21 99 ACCTG PRD: 11 99 BUDGET FY: 99

FUND: 129 AGENCY: 129 TOTAL REVISED EXP AMT: 31,392,286

CALCULATED REVISED EXP AMT: 31,392,286

LIN SUB SPD BUDGET

ACT ORG APPR UNIT ACTV FUNC OBJ OPT IND POSTNS REVISED AMT INC/DEC AMT

	ACT	ORG	APPR	UNIT ACT	V FUNC	OBJ OPT	IND	POSTNS	REVI	SED .	AMT 	INC/DEC	C AM
_					REF1 F	JE SOURCE REF2 REF3		CRIPTI	ON				
		2003				3460				12	,847		
02- 10,82		2003	200			3560			1	,339	,548		
		2001				4940				60	,000		
04- 60,00		2001	200			3560			5	,241	,820		
		2002				4490				10	,467		
		2002				3560			1	,059	,628		
		1012				3460				32	,118		
		1012				3560			8	,297	,837		
01- 700		1002				3560			15	,328	,421		
02- 600	С	2005	100			2700				9	,600		
03-													

Net dollar change of \$0.00 for all appropriations. No AP/RB entered.

Page 3 June 11, 1999 SA Memo 99-33

Exhibit B

FUNCTION: DOCID: RB 900 RB00000009 06/02/99 05:24:57

STATUS: PEND3 BATID: ORG: 001-001 OF

001

REVENUE BUDGET INPUT FORM H-

TRANS DATE: 06 02 99 ACCTG PRD: BUDGET FY: 99 FUND: 900 AGENCY: 900 TOTAL REVISED REVENUE AMT:

19,546,936

CALCULATED REVISED REVENUE AMT:

19,546,936

REV LIN

ORGN ACTV SRCE APPR UNIT REVISED AMT INC/DEC AMT ACT DESCRIPTION

01- C 4141 1975 000 19,546,936 1,000,000 -

02-

03-

04-

H--*S403-READY FOR APPROVAL 3

EB #88 and AP # 9 on SUSF waiting approval for decrease of \$1M.